

**To:** John Doe

**Start Date:** 1-1-2020 (Pending completion of background check and I-9)

**Pre-Employment Background Check Process for Persons Who Have Accepted an Offer of Employment and Appointment to the Vanderbilt Faculty (School Name) at Vanderbilt University**

Pursuant to Vanderbilt University policy, all persons who have accepted an offer of employment to be appointed to the faculty must undergo a pre-employment background check. This background check is done via a secure website where you will submit your name, social security number, and any information on criminal convictions. In the event that the background check returns no finding of potential concern, you and the Department Chair of the hiring department will be notified by email of this result, usually within five business days of your submitting the required information. In the event of any finding of potential concern on the background check, you will be contacted to help ascertain the accuracy and circumstances of the finding. Please be assured that under Vanderbilt University Policy only a limited number of individuals from Vanderbilt senior administration would see any such information and be authorized to consider it in making recommendations about your eligibility for employment.

Please submit your background check information by [clicking here](#). You will be redirected to our vendor partner, Sterling Talent Solutions. If you have not used the Sterling Talent Solution site before, you will register as a new user. Sterling Talent Solutions is also our vendor for the I-9 process, and you will use the same registration to complete section one of the I-9 if you are required to do so. You will receive separate instructions from Human Resources regarding the I-9 process once your background check has been submitted.

When you get to the box regarding criminal record, you will indicate Y (yes) or N (no). If you have **ever** been convicted of, or plead guilty or no contest to a felony or misdemeanor crime, or have had any misdemeanor conviction for which you received probation with dismissal of the case by the court, you must indicate a Y (yes) response. Events such as DUI, possession of illicit substances, and even citations for open containers apply here and require a Y (yes) response. It is important that you be honest in your response.

You will be asked by the web-based application to electronically sign a release. You may do this by either accepting the electronic signature of your name or by signing the document using your mouse. You may request that a copy of your signed release form be emailed to you for your records.

If you need to exit the system, your information will be saved until you return to complete the form. Upon completing the online form, you will be asked to submit it for processing. Please note that background checks may take at least five (5) business

days to process. If additional information is required to complete your background investigation, you will be contacted.

***International Employees Only:*** *If you have not received a Social Security Number, yet, please use 000-00-0000 as your Social Security Number.*

**For technical questions, please contact the Vanderbilt Background Check Office in Human Resources at 615-936-6381.** For general questions, prospective faculty members may contact the Chair of the hiring Department.

Note: This e-mail may contain PRIVILEGED and CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. Your receipt of this e-mail is not intended to waive any applicable privilege. If you are not an intended recipient of this e-mail, you are hereby notified that any unauthorized use, dissemination or copying of this e-mail or the information contained in it or attached to it is strictly prohibited. If you have received this e-mail in error, please delete it and immediately notify the person named above.